



## COUNTY OF ERIE

**Mark C. Poloncarz**

COUNTY EXECUTIVE

December 28, 2016

Re: RFP # 1701 VF

Dear Potential Bidders:

The Erie County Department of Social Services is seeking proposals for continuing education opportunities, a variety of in-service training and organizational development project requests. The RFP can be found at <http://www.erie.gov>. A complete copy of the package can also be obtained by contacting Patrick Shea, Staff Development Coordinator, at 716-858-1821, or via [sheap@erie.gov](mailto:sheap@erie.gov).

We have identified specific topic areas in the RFP. Bidders must demonstrate the ability and expertise to function effectively in providing this training for our staff. Contractors may bid on entire components or individual projects within each component. Please read and review the RFP completely. This request for proposal is in correlation to a one year contract with an option to renew of 2 (two) additional years.

The Department has validated specific contractor trainer competencies and these have been included in this RFP on pages 12-17. It is our expectation that these competencies will be shared with any trainers listed in your proposal.

Details regarding the preparation and submission of proposals can be found in the section "Guidelines for Development of Training Proposals". Please note the record keeping and reporting requirements for all contractors at the end of this section (page 38). Also note that the Project Summary form (RFP-2000) must immediately follow the written narrative for each in-service training course in the proposal for Component 3 and the organizational development projects for Component 4 only. The use of this form allows for a more expedient review process. Including this form for each training course does not eliminate the need for contractors to complete any other required forms in the proposal. All computer and software applications must conform to the most current DSS standard configurations as stated in the attached document.

All correspondence, communications and/or contact with the County in regard to any aspect of this proposal shall be with the ECDSS contact person listed on the specific RFP. Prospective proponents, or their representatives, shall not make contact with or communicate with any representatives of the County, including employees and consultants, other than the designated person in regard to any aspect of this proposal.

Bidders are advised that the awarding of bids is dependent on the availability of funds in the Department's budget. Bidders should submit an original and eleven (11) copies of their sealed proposals to **Patrick Shea, Erie County Department of Social Services, 43 Court Street 3<sup>rd</sup> Floor, Buffalo New York 14202, by 4:00 p.m. (EST) on February 24, 2017.**

Erie County reserves the right to reject any and all proposals and waive any informality.

The enclosed packet contains the following materials:

- Part 1        Request For Proposals - provides information on the training and educational needs of the Department.
  - Part 2        Guidelines For Development of Training Proposals - provides information on funding, contracting procedures, and allowable costs.
  - Part 3        Procedures For Submitting Training Proposals - provides the format necessary for the submission of proposals.
  - Part 4        Standard Contract Language For Training Contracts - provides the contract format and legal specifications of the contract.
  - Part 5        Guidelines For Training Contracts - provides the procedures to be followed in accordance with the contract.
  - Part 6        Proposal Content – provides a listing and specific information for educational, training and organizational development components.
- Blank Forms - provides a set of proposal application forms.

Very truly yours,

Al Dirschberger, Ph.D  
Commissioner

Enc.

